

## REQUEST FOR QUOTATION

The **TOURISM PROMOTIONS BOARD** invites you to submit quotation for the item/s listed below:

**RFQ No.** TPB RFQ 2025.04.100

**PR No.** 03.006

**Requirements:** SUPPLY AND DELIVERY OF FIRST AID KIT, ASSORTED MEDICINES, AND VITAMINS FOR CY 2025  
LOT 4 (2<sup>ND</sup> POSTING)

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)																																																												
1 Lot	<b>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</b> Supply and delivery of the following: <b>A. 2<sup>ND</sup> SEMESTER CY 2025</b>		<b>PhP49,259.40</b>																																																												
	<table><tr><th colspan="5">Lot 4: Assorted Medicines</th></tr><tr><th>#</th><th>ITEMS</th><th>USE</th><th>QUANTITY</th><th>UNIT PRICE</th></tr><tr><td>1</td><td>Loratadine 10 mg</td><td>For allergy</td><td>340 tabs</td><td>P35.00</td></tr><tr><td>2</td><td>Clonidine 75mg/ tab</td><td>For elevated blood pressure</td><td>150 tabs</td><td>P39.73</td></tr><tr><td>3</td><td>Paracetamol+ Phenylephrine+ Chlorpheniramine (10 mg/ 500mg) (non-drowsy)</td><td>For colds</td><td>340 tabs</td><td>P9.00</td></tr><tr><td>4</td><td>Paracetamol (Analgesic/ Antipyretic) 500mg</td><td>For headache and fever relief</td><td>340 tabs</td><td>P7.00</td></tr><tr><td>5</td><td>Mefenamic Acid 500mg</td><td>Pain reliever</td><td>150 tabs</td><td>P40.75</td></tr><tr><td>6</td><td>ALOH+ MGOH+ Simethicone (Chewable tablet)</td><td>For hyperacidity</td><td>340 tabs</td><td>P9.75</td></tr><tr><td>7</td><td>Ambroxol HCl 75 mg</td><td>For cough</td><td>100 tabs</td><td>P51.66</td></tr><tr><td>8</td><td>Hyoscine bromide+ paracetamol 10 mg</td><td>For abdominal pain and cramps relief</td><td>100 tabs</td><td>P38.56</td></tr><tr><td>9</td><td>Oral Rehydration Salts (4.1 grams)</td><td>Electrolyte Replenisher</td><td>100 sachets</td><td>P20.00</td></tr><tr><td>10</td><td>Multivitamins (VitBCo+ Asco+ Cal+ Mag+ Znc)</td><td>Reduce tiredness and fatigue</td><td>6 boxes (24 sachets)</td><td>P918.40</td></tr></table>	Lot 4: Assorted Medicines					#	ITEMS	USE	QUANTITY	UNIT PRICE	1	Loratadine 10 mg	For allergy	340 tabs	P35.00	2	Clonidine 75mg/ tab	For elevated blood pressure	150 tabs	P39.73	3	Paracetamol+ Phenylephrine+ Chlorpheniramine (10 mg/ 500mg) (non-drowsy)	For colds	340 tabs	P9.00	4	Paracetamol (Analgesic/ Antipyretic) 500mg	For headache and fever relief	340 tabs	P7.00	5	Mefenamic Acid 500mg	Pain reliever	150 tabs	P40.75	6	ALOH+ MGOH+ Simethicone (Chewable tablet)	For hyperacidity	340 tabs	P9.75	7	Ambroxol HCl 75 mg	For cough	100 tabs	P51.66	8	Hyoscine bromide+ paracetamol 10 mg	For abdominal pain and cramps relief	100 tabs	P38.56	9	Oral Rehydration Salts (4.1 grams)	Electrolyte Replenisher	100 sachets	P20.00	10	Multivitamins (VitBCo+ Asco+ Cal+ Mag+ Znc)	Reduce tiredness and fatigue	6 boxes (24 sachets)	P918.40	PhP11,900.00 PhP5,959.50  PhP3,060.00   PhP2,380.00   PhP6,112.50 PhP3,315.00  PhP5,166.00  PhP3,856.00  PhP2,000.00  PhP5,510.40	
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	<b>ADDITIONAL TECHNICAL REQUIREMENTS/ ELIGIBILITY:</b> 1. The assorted medicines and vitamins should have at least two (2) years shelf life from date of delivery. 2. Bidder must be duly accredited or licensed by the Department of Health (DOH)																																																														

	<b>LEGAL REQUIREMENTS:</b> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. BIR Certificate of Registration <b>ATTACHMENTS:</b> 1. Technical Specifications <b>NOTE:</b> 1. All entries must be typewritten in your company letterhead 2. Price validity shall be for a period of thirty (30) calendar days		
Terms	30 days upon receipt of invoice/billing and full delivery of items		
Delivery	Seven (7) days upon receipt of Notice to Proceed (NTP).		
ABC	PhP49,259.40 inclusive of all applicable fees and taxes.		<b>PhP49,259.40</b>

Please submit your **quotation, technical, and legal documents** duly signed by your authorized representative to email address [ada\\_cruz@tpb.gov.ph](mailto:ada_cruz@tpb.gov.ph)/ [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) not later than **15 April 2025, 12:00PM**, subject to the Terms and Conditions stated herein.

For easy identification of email and submission of quotation with other documents, the subject shall be in this format: **Assorted Medicines Lot 4\_<Company Name>**.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.



**JANET G. VILLAFRANCA**  
Acting Head

Procurement Management Division

**Contact person:** Ada Cruz

**TECHNICAL SPECIFICATIONS**  
**SUPPLY AND DELIVERY OF FIRST AID KIT, ASSORTED MEDICINES, AND VITAMINS FOR CY 2025**

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**I. BACKGROUND**

The Tourism Promotions Board (TPB) through its Personnel and Human Resources Development Division (PHRDD) will engage the services of a provider for the supply and delivery of first aid kit and assorted medicines for the TPB clinic and vitamins for all TPB personnel.

The assorted medicines and first aid kit in the TPB clinic aid in the emergency medical needs of every personnel during office hours, while the vitamins are provided to all TPB personnel as a supplement to boost their body's immune system.

**II. OBJECTIVES**

- To provide assorted medicines and first aid kit in the TPB Clinic, and vitamins for all TPB personnel.
- To engage the services of a provider to supply and deliver assorted medicines, first aid kit and vitamins for ready and accessible emergency medical supplies for all TPB personnel.

**III. SCOPE OF WORK/SERVICES**

Supply and delivery of the following:

**A. 2<sup>ND</sup> SEMESTER CY 2025**

Lot 4: Assorted Medicines					
#	ITEMS	USE	QUANTITY	ESTIMATED AMOUNT PER UOM (PHP)	TOTAL ESTIMATED AMOUNT (PHP)
1	Loratadine 10 mg	For allergy	340 tabs	P35.00	P11,900.00
2	Clonidine 75mg/tab	For elevated blood pressure	150 tabs	P39.73	P5,959.50
3	Paracetamol+Phenylephrine +Chlorpheniramine (10 mg/500mg) (non-drowsy)	For colds	340 tabs	P9.00	P3,060.00
4	Paracetamol (Analgesic/Antipyretic) 500mg	For headache and fever relief	340 tabs	P7.00	P2,380.00
5	Mefenamic Acid 500mg	Pain reliever	150 tabs	P40.75	P6,112.50
6	ALOH+MGOH+Simethicone (Chewable tablet)	For hyperacidity	340 tabs	P9.75	P3,315.00
7	Ambroxol HCl 75 mg	For cough	100 tabs	P51.66	P5,166.00
8	Hyoscine bromide+paracetamol 10 mg	For abdominal pain and cramps relief	100 tabs	P38.56	P3,856.00
9	Oral Rehydration Salts (4.1 grams)	Electrolyte Replenisher	100 sachets	P20.00	P2000.00
10	Multivitamins (VitBCo+Asco+Cal+Mag+Znc)	Reduce tiredness and fatigue	6 boxes (24 sachets)	P918.40	P5,510.40
<b>Total</b>					<b>P49,259.40</b>

#### IV. PROJECT IMPLEMENTATION SCHEDULE

Semester	Lot	Delivery Date
2 <sup>nd</sup> Semester CY 2025	Lot 4	Seven (7) days upon receipt of Notice to Proceed (NTP)

#### V. ELIGIBILITY/TECHNICAL REQUIREMENTS

1. The assorted medicines and vitamins should have at least two (2) years shelf life from date of delivery.
2. Bidder must be duly accredited or licensed by the Department of Health (DOH)

#### VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Total Approved Budget for the Contract is **FORTY-NINE THOUSAND TWO HUNDRED FIFTY-NINE PESOS AND 40/100 (Php49,259.40)** only, inclusive of all applicable fees and taxes:

#### VII. TERMS OF PAYMENT

30 days upon receipt of invoice/billing and full delivery of items.

The following documents should be submitted by the winning bidder for the processing of payment:

1. Original copy of Statement of Account/ Billing Statement with detailed costs for all services rendered to include management fee addressed to:

**ROSSANDRA AMYTHEA Q. CAYAGO**

Acting Head, Personnel and Human Resources Development Division

Tourism Promotions Board

6/F 5 E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300 Philippines

2. Original copy of Statement of Account/ Billing Statement shall be personally brought to TPB Office. Otherwise, the delivery fee shall be shouldered by the supplier.
3. Copy of Official Receipt

Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

Original copy of Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee shall be shouldered by the supplier.

#### VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full satisfactory implementation of all deliverables.

#### IX. PROJECT OFFICER'S CONTACT INFORMATION:

**ROSSANDRA AMYTHEA Q. CAYAGO**

Email: [amy\\_cayago@tpb.gov.ph](mailto:amy_cayago@tpb.gov.ph)

**LYKA R. RAGOT**

Email: [lyka\\_ragot@tpb.gov.ph](mailto:lyka_ragot@tpb.gov.ph)

Contact No:0908-702-6051